Sheet containing combined data for all branches.

Figure 227: Combining data from several sheets into a single sheet

The sheets have been set up with identical structures. The easiest way to do this is to open a new spreadsheet, set up the first branch sheet, input data, format cells, and prepare the formulas for the various sums of rows and columns. After that, create copies from the first sheet as following:

1) On the sheet tab, right-click and select **Rename Sheet**. Type *Branch1*. Right-click on the tab again and select **Move or Copy Sheet**.

2) In the Move/Copy Sheet dialog (Figure 228), select the **Copy** option (automatically selected if there is only one sheet in the spreadsheet) and select **-move to end position-** in the *Insert before* area. Change the entry in *New name* to *Branch2*. Click **OK**. Repeat to produce the Branch3 and Combined sheets.
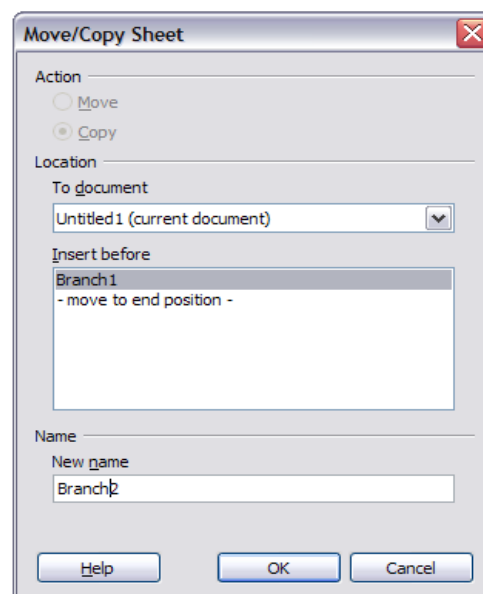

Figure 228: Copying a sheet

3) Enter the data for Branch 2 and Branch 3 into the respective sheets. Each sheet stands alone and reports the results for the individual branches.

4) In the Combined sheet, click on cell K7. Type =, click on the tab Branch1, click on cell K7, press +, repeat for sheets Branch2 and Branch3, and press *Enter*. You now have a formula in cell K7 which adds the revenue from greenery sales for the three branches.